

# **MONTANA BREWERY STORAGE DEPOT LICENSE**

## **Application Packet**

**This packet contains all the forms and information to apply for a  
Montana Brewery Storage Depot License.**

**Also available on our website:**

**[www.revenue.mt.gov](http://www.revenue.mt.gov)**

## **Information for Completing Application**

This packet is to assist you in completing your application for a Montana Brewery Storage Depot License. Please review the information provided to avoid any delays in the processing of your application.

### **Application Process:**

*To apply for this type of license, you must be duly licensed in Montana and hold the appropriate TTB bond as a brewery.*

When we receive a completed application, we will contact you and let you know that your application meets our initial requirements or to request additional documents. The approval process includes:

1. Notifying local officials that we have received your application. We notify local officials that we have received an application to help us determine if any concerns or issues exist that may prevent the applicant or proposed location from qualifying for a license;
2. Requesting the Department of Justice to conduct a premises inspection of the premises.

Once the Department of Justice has conducted their premises inspection, if both the location and applicant meet the requirements under Montana law, our department will contact you to approve the transfer or issuance of the license.

*Note: Applications for a new license or transfer of location will need approvals from the building, health and fire code officials before we can approve this application.*

### **Required Documents:**

- Assumed Business Name filed with the Secretary of State's (SOS) Office. This can be obtained by completing the Registration or Renewal of Assumed Business Name Application on the Secretary of State's website at <http://sos.mt.gov/>. The assumed business name is the name on the sign outside your building or how you would answer the phone;
- Employer Identification Number (EIN) as filed with the Internal Revenue Service (IRS). You can apply for an EIN on the IRS website at <http://www.irs.gov/> by clicking on the link under Online Services;
- TTB Federal Basic Permit to manufacture beer;
- Documents verifying the applicant has possessory interest in the building where the business is operated, this can include items such as a lease, rental agreement, purchase option or finance agreement;
- Copy of the floor plan of the area to be licensed, using approximate dimensional measurements, including external dimensions and general layout – on an 8-1/2" x 11" sheet of paper. **Note:** On the floor plan you will need to clearly mark the areas where

alcohol will be stored. The floor plan must contain outside dimensions, the name of the establishment, physical address and date; and

- *Partnerships* - Application and Certificate for Registration of the Partnership or Renewal of the Partnership filed with S.O.S (General Partnerships are not required to file with the S.O.S.).
- *LLC's* - Articles of Organization as filed with S.O.S., organization minutes, Certificate of Fact and other member agreements.
- *Corporations, Companies, etc.* - Articles of Incorporation, By Laws, Certificate of Incorporation; Certificate of Existence or Authority to do Business in Montana, all organizational minutes, share issuance records, stock certificates (cancelled and newly issued), stock ledger or register.

Please send your completed application (located on pages 4-7) with all required documents (listed on pages 2-3) to us at:

Montana Department of Revenue  
Liquor Control Division  
PO Box 1712  
Helena, MT 59624-1712



## Montana Brewery Storage Depot License

### **Section 1 – General Information**

*Note: If the name of the applicant is an individual, list the individual's name below. If the name of the applicant is a partnership, limited liability partnership (LLP), corporation, or limited liability corporation (LLC) list the business' name below.*

Name of Applicant(s): \_\_\_\_\_ FEIN/SSN: \_\_\_\_\_

Name of Person Managing the Business: \_\_\_\_\_

Assumed Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Physical Address of premises to be licensed: \_\_\_\_\_  
(Street Address, City, State Zip Code)

Mailing Address: \_\_\_\_\_  
(Street Address, City, State Zip Code)

### **Section 2 - Type of Transaction and Fees**

*(This license needs to be renewed on an annual basis by June 30<sup>th</sup>)*

Please check all the boxes that relate to the type of application you are completing and be sure to include the appropriate fee.

☐ New License ☐ Transfer of Ownership ☐ Transfer of Location ☐ Corporate Structure Change

\$400 New Brewery Storage Depot License Fee

\$100 Processing Fee (*Required for All Transactions*)

\$\_\_\_\_\_ Total Amount Enclosed

Current License No. \_\_\_\_\_

#### **Office Use Only**

Amount Paid: \$ \_\_\_\_\_

Amount Owed: \$ \_\_\_\_\_

New License Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

***Any brewer duly licensed to manufacture beer may operate a storage depot in any city or town in the State of Montana for receiving, handling and storing beer.***

Brewery license number: \_\_\_\_\_

### **Section 3 – Corporate Statement**

*All entities except Sole Proprietors and Individuals please complete the following information for all shareholders, members or partners (please attach additional pages if necessary):*

Please Print

1	Name:	SSN:
	Address:	
	Date of Birth:	Actual Number of Shares and % of Ownership:
2	Name:	SSN:
	Address:	
	Date of Birth:	Actual Number of Shares and % of Ownership:
3	Name:	SSN:
	Address:	
	Date of Birth:	Actual Number of Shares and % of Ownership:
4	Name:	SSN:
	Address:	
	Date of Birth:	Actual Number of Shares and % of Ownership:

Officers and Directors are:

Name	Address	Title

#### **Section 4 – Questions**

1. Does any applicant, member, shareholder or partner have ownership interest in a retail liquor license or agency liquor store in any state or country?

☐ Yes If “yes”, please explain:

☐ No

2. Does any person other than the applicant have financial interest in your business?

☐ Yes If “yes”, please list the name, address and give a brief description of the involvement (attach additional paper if necessary): \_\_\_\_\_

☐ No

3. Is the location to be licensed within a zone or area where the sale of alcoholic beverages is not allowed by city or county ordinances?

☐ Yes

☐ No

4. Do you own or are you purchasing the building proposed for licensing?

☐ Yes If “yes”, please send a purchase agreement or current tax bill.

☐ No If “no”, please send a lease agreement.

5. Do you own the furniture, fixtures and equipment used at the location?

☐ Yes

☐ No If “no”, please send a lease or purchase agreement.

6. Is the building complete and ready for use?

☐ Yes

☐ No If “no”, please provide expected date of completion\_\_\_\_\_

7. Is your building equipped with refrigeration and cooling apparatus for receiving, handling and storing beer?

☐ Yes

☐ No If “no”, please explain briefly how you plan to operate your business:

\_\_\_\_\_  
\_\_\_\_\_

### **Section 5 - Declaration and Affidavit**

This application needs to be signed by all individuals, partners or members. In the case of a corporate applicant, it may be signed by one shareholder or officer with authority to sign.

I/We declare under penalty of false swearing that the information provided on this application and its attachments are true, correct, and complete.

_____ Signature	_____ Date	_____ Printed Name	_____ Title
_____ Signature	_____ Date	_____ Printed Name	_____ Title
_____ Signature	_____ Date	_____ Printed Name	_____ Title

**Mail completed application as well as all required and applicable documents to:**

**Montana Department of Revenue  
Liquor Control Division  
PO Box 1712  
Helena, MT 59624-1712**